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Approved For Release 2000/09/07 : CIA-RDP67B00558R000100110008-0

RESEARCH AND DEVELOPMENT PROJECT DESCRIPTION

Date

1. Project Title ()		2. Short Title/Code Name ()	
3. Contractor Name		4. Location of Contractor	
5. Class of Contractor		6. Class of Contract	
7. Requisition Number		8. Contract Number	
9. Task Order		10. Funds	
FY _____ \$ _____		11. Contract Date	
FY _____ \$ _____		12. Compl. Date	
FY _____ \$ _____		13. Type of Contract	
14. Responsible Component		15. Requirement By	
		16. Directing Components/Persons	
17. Type of Work to be Done			
18. Categories of Effort		Sub-categories	
Major Category		(1) _____	
		(2) _____	
		(3) _____	
		(4) _____	
19. End Item or Services from this Contract			
20. Supporting or Related Contracts (Agency & Other)		21. Participation or Coordination	
22. Short Description of Intelligence Requirement and Detailed Technical Description of Project			

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GROUP 1
Excluded from automatic
downgrading and
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INSTRUCTIONS FOR RESEARCH AND DEVELOPMENT (AND OTHER) PROJECT DESCRIPTION

1. Describe the project in one sentence using vocabulary which is generally understood or which can be explained to a non-technically trained person engaged in budget and fiscal work, serving on a Congressional Committee, or providing representation before such groups. Do not avoid new or uncommon technical terms if they are needed to correctly describe the project. Include classification of this sentence.
2. List short titles, code names, or other descriptions such as [REDACTED] etc. Include classification of each code name.
3. Name of the contractor. 25X1A
4. City and state in which contractor is located.
5. Manufacturer, university, individual, etc.
6. Cost plus fixed fee, non-profit, etc.
7. Requisition number assigned by Office of Logistics (if applicable).
8. Contract number (if applicable).
9. Task order number (if applicable).
10. Years and dollars X 1000.
11. Month and year.
12. Month and year.
13. New, continuation, expanded scope, follow-on, level of effort, etc.
14. Directorate and Office.
15. Directorate, Office, or other activity.
16. Office, Division, individual.

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17. Use a combination of the following terms:

(a) BASIC RESEARCH

(Effort directed toward the increase of knowledge in science, the primary aim of the investigator being a fuller knowledge or understanding of the subject under study--usually characterized by using a "level of effort" as the principal program control. Same as Fundamental Research.)

or

(b) APPLIED RESEARCH

(The application of knowledge, material and/or techniques directed toward a solution to an existent or anticipated requirement--usual characteristic is that the design of end items is directed towards hardware for test or experimentation as opposed to service use. Same as Engineering Research.)

or

(c) ENGINEERING DEVELOPMENT

(Project directed towards the development, test, or evaluation of items of equipment and/or systems for field use or operational evaluation. Same as Advanced Development or Prototype Design/Assembly.)

or

(d) EXTERNAL ANALYSIS

(Project directed towards the compilation and analysis of data and the production of finished information or intelligence reports.)

or

(e) SERVICE

(Provision by the contractor of personnel or other services.)

or

(f) EQUIPMENT

(Contracts for the procurement of existing or previously developed equipment.)

in conjunction with

PHYSICAL SCIENCES or LIFE SCIENCES

18. To categorize the area of research or other effort covered by the contract, list the major category and up to four sub-categories, in order by level of importance. The categories used should be drawn from the previously distributed lists of standardized categories, or, when those lists are not sufficient, identified the first time used as "new" and manually entered on the standardized lists at that time.

19. Studies, reports, prototype, service models, etc.

20. Within Agency or in DOD, NASA, NIH, NSA, AEC, etc.

21. Within Agency or DIA, NSA, AEC, etc.

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22. State briefly the intelligence requirement against which the work is directed. Be particularly explicit in relating the project to a specifically assigned mission or function of CIA. Next, describe in scientific and engineering terminology the work being performed. This description should permit professionally qualified scientists or engineers to gain an insight into the starting and end points of investigations under this project and how the work couples into other effort being expended in this field. A free use of technical vocabulary is permissible and encouraged. If an unusually high degree of sensitivity or classification is required, this description should be provided on a separate card and reference to this card made on the basic form.

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CENTRAL INTELLIGENCE AGENCY

CHECK CLASSIFICATION TO AND BOTTOM			
	UNCLASSIFIED	CONFIDENTIAL	SECRET
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS		DATE
1	[REDACTED]		
2	Dr. Wheelon		
3			
4			
5			
6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	BISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	
Remarks:			
FYI			

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